

First Aid Standing Operating Procedure for Manufacturing Line

Objective: To provide immediate and effective first aid response in case of injuries or medical emergencies that occur while working on the manufacturing line.

Responsibility:

All employees working on the manufacturing line are responsible for understanding and following this procedure.

Designated First Aid Responders will provide immediate assistance.

Equipment and Supplies:

First aid kit located at [Designated location].

Eye wash station located at [Designated location].

Emergency contact numbers posted at [Visible locations].

Procedure:

Assess the Situation:

Ensure your safety before providing assistance.

Assess the severity of the injury or medical emergency.

Call for Help:

If the situation is serious, call [Emergency Number] immediately and provide your location, nature of the emergency, and any relevant details.

Provide Basic First Aid:

Minor Cuts and Abrasions:

Clean the wound with clean water or sterile wipes.

Apply an adhesive bandage or dressing.

Burns:

For minor burns, hold the burn under cool, running water for at least 10 minutes.

Cover the burn with a clean, sterile dressing.

Eye Injuries:

Flush the affected eye(s) with clean, running water from the eye wash station for at least 15 minutes.

Sprains and Strains:

Immobilize the injured area using a splint or bandage.

Elevate the injured limb if possible.

Administer First Aid for Severe Injuries:

Uncontrolled Bleeding:

Apply direct pressure to the wound using a clean cloth or bandage.

Elevate the injured area if possible.

Fractures:

Immobilize the injured limb using a splint or bandage.

Do not attempt to realign the bone.

Unconsciousness or Difficulty Breathing:

Clear the area around the person's mouth and nose.

Administer cardiopulmonary resuscitation (CPR) if necessary and trained to do so.

Provide Comfort and Reassurance:

Stay with the injured person and provide comfort until professional medical help arrives.

Keep them warm and calm.

Document the Incident:

Fill out an incident report as required by company policy.

Include details of the injury, actions taken, and any witnesses.

Training and Awareness:

All employees will receive training on this First Aid SOP during onboarding and regular safety meetings.

Regular drills and exercises will be conducted to ensure employees are familiar with the procedures.

Review and Revision:

This SOP will be reviewed annually or whenever there are significant changes in equipment, procedures, or regulations.